

Executive Registry

6-3940

~~CONFIDENTIAL~~

DEC 14 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Transfer of Field Coordination Staff From Office of Current Intelligence to the Office of the Deputy Director (Intelligence)

1. The attached memorandum (Tab A) has the concurrence of the Assistant Director for Personnel (Tab B) and of the Chief, Budget Division (Tab C).

2. Tab A requests approval to transfer from the Office of Current Intelligence to the Office of the Deputy Director (Intelligence) three personnel ceiling slots for the purpose of establishing a Field Coordination Staff. Three OCI table of organization slots are to be cancelled in order to permit the transfer: H-392 (Intelligence Officer, GS-15); H-407 (Military Intelligence Officer, GS-13); and H-67 (Clerk, GS-5). Tab A requests approval to create three new positions under the Field Coordination Staff at grades 15, 14 and 7. The Assistant Director for Personnel, in Tab B, recommends the following titles and grades for the new positions: Intelligence Officer (General), GS-15; Intelligence Officer (General), GS-14 and Administrative Assistant, GS-7. Budget Division indicates funds are available to permit the creation of the new Staff.

3. The Field Coordination Staff does not now exist as a separate OCI component; rather, its functions (see attachment to Tab A) are being performed by three positions in various components of OCI. Tab A proposes to establish a separate component in the Office of the DD/I.

4. The Management Staff has reviewed the position descriptions of the three Special Assistants to the DD/I in relation to the new position of Chief, Field Coordination Staff, and there are no illogical overlaps or duplications. Each of the Special Assistants, as well as the Chief of the new Staff, will have a distinct area of responsibility. The Special Assistant - Administration handles personnel, budget, training and similar administrative matters. The Special Assistant - NSC-NE assists the DD/I in planning and providing CIA support for the National Security Council. The Special Assistant - Intelligence serves as intelligence advisor to the DD/I and assists in planning and reviewing intelligence production, particularly current intelligence. The Chief, Field

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Coordination Staff will provide a headquarters focal point for substantive and operational support of overseas DD/I elements.

5. It is recommended that the request to delete three OCI T/O slots (see paragraph 2), to transfer three ceiling slots from OCI to the Office of the DD/I, and to create a Field Coordination Staff in the Office of the DD/I be approved, in accordance with the position title and grade recommendations of the Assistant Director for Personnel.

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Chief, Management Staff

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

APPROVED:

Date:

23 Dec 54



L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - DD/A
- 2 - Asst. to the DD/I (Admin)
- 1 - Comptroller
- 1 - MS Comeback

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C-1266

6 October 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Transfer of the Field Coordination Staff from
OCI T/O to the Office of the DD/I

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1. The Field Coordination Staff of the DD/I was originally established on a temporary basis under the OCI T/O for general administrative purposes until such time as space was available to house the unit. In line with plans to consolidate the DD/I staff in [] it is requested that the three members constituting the Field Coordination Staff be transferred from OCI to the DD/I's office together with three ceiling slots. The functions of the Field Coordination Staff are as indicated in the attached DD/I Notice [] "Establishment of the Field Coordination Staff," dated 19 November 1953. Positions No. H 392, No. H 407, and No. H 67 should be abolished from the OCI T/O and three new positions at grades GS-15, 14 and 7 be established on the DD/I T/O. Mr. [] of the Classification and Wage Division is currently working with this Office in the development of job descriptions covering these positions.

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2. The transfer of the Field Coordination Staff has been reflected in the Operating Budget for Fiscal Year 1955 and the Budget Estimates for 1956 of the Office of the DD/I.

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[]
Assistant to the DD/I (Admin.)

Encl.

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Security Information

Tab A
31 July 1953

MEMORANDUM FOR: Assistant Director, National Estimates
Assistant Director, Scientific Intelligence
Assistant Director, Research and Reports
Assistant Director, Intelligence Coordination
Assistant Director, Collection and Dissemination
Assistant Director, Current Intelligence
Assistant Director, Operations

SUBJECT: Coordination of DD/I Overseas Activities

1. The Overseas commitments of the Deputy Director, Intelligence have expanded in the past year and have now reached a point where it is necessary to provide a centralized mechanism to develop and maintain an integrated program, to ensure adequate substantive support for DD/I overseas personnel and to ensure maximum efficiency.

2. The Assistant Director, Current Intelligence is hereby designated executive agent for the DD/I for all matters pertaining to the establishment, maintenance, and substantive support of DD/I overseas elements and is directed to establish a Field Coordination Staff (FCS) to carry out this activity. The [redacted] of the Office of Operations is specifically excepted from the provisions of this memorandum and the DD/I will, as he may determine from time to time, exclude other specialized activities. 25X1

3. It is the intent of the Deputy Director, Intelligence subject to the approval of the DCI to establish "Intelligence Staffs" at certain overseas posts when the DD/I, DD/P, and Senior CIA representatives concerned agree on the need for such staffs. Each Intelligence Staff or DD/I contingent will, under normal circumstances, be headed by a Senior DD/I officer responsible to the local CIA Senior Representative for the activities of all DD/I personnel in the area.

4. The Field Coordination Staff will have primary responsibility, within the DD/I area, for the substantive support, maintenance, and guidance of Intelligence Staffs and of DD/I foreign contingents serving more than one office. These elements currently include Strategic Division [redacted], Intelligence Staff [redacted] and liaison officers in [redacted] and [redacted]. This control will be exercised in close cooperation with the offices concerned. Each DD/I office will maintain primary responsibility 25X1

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for the substantive support, maintenance, and guidance of DD/I personnel abroad serving only that office with the understanding that Field Coordination Staff is responsible for the coordination of these activities with other DD/I activities in the area. All communications to or from DD/I overseas elements will be coordinated with FCS except for routine exchanges where special arrangements are made between FCS and the office concerned.

5. All DD/I personnel proceeding on casual or temporary overseas travel assignment will furnish full information as to itinerary, purpose, and principal contacts in advance to the FCS. The FCS is charged with necessary substantive briefing and guidance as to procedures and activities while overseas.

6. The Field Coordination Staff will represent the DD/I and his AD's in all negotiations and contacts with the DD/P area relating to overseas elements which serve more than one DD/I office and will coordinate such contacts relating to other DD/I foreign contingents. Administrative problems as such, will continue to be the primary responsibility of the Assistant to the DD/I (Admin.) but FCS will be fully informed of such contacts.

ROBERT AMORY, JR.
Deputy Director/Intelligence

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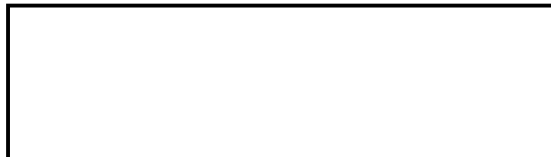
MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer of the Field Coordination Staff
from OCI T/O to the Office of the DD/I

REFERENCES : Memorandum for DD/A from Assistant to the
DD/I (Admin.), dated 6 October 1954, subject
as above. (MS 287)

The Office of Personnel has reviewed the proposal to establish a Field Coordination Staff by the transfer of three slots from OCI to the Office of the DD/I. The following classifications are approved for these positions:

Intelligence Officer (General)	GS-0132.06 15
Intelligence Officer (General)	GS-0132.06 14
Administrative Assistant	GS-0301.02 07



Harrison G. Reynolds
Assistant Director for Personnel

FOIAB3B

Attachment
Referenced Memorandum

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Tab B
16 November 1953

MISSION AND FUNCTIONS, FIELD COORDINATION STAFF

I. MISSION

Acting for the Assistant Director, Current Intelligence, in fulfillment of his responsibility as Executive Agent of the Deputy Director/Intelligence (DD/I) in field coordination matters, the Field Coordination Staff (FCS) is responsible for arrangements concerning the establishment, maintenance, and substantive support of DD/I overseas elements serving more than one office; for the coordination of such activities relating to all DD/I overseas elements except for the Division of the Office of Operations 7; for the coordination of temporary overseas travel of DD/I personnel; and for coordination of substantive relations with accredited to DD/I offices.

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II. FUNCTIONS.

a. The Field Coordination Staff will support the DD/I overseas units serving more than one office as follows:

(1) Arrange for staffing and replacement of these elements in cooperation with DD/I and DD/P offices concerned;

(2) Take necessary steps relating to the establishment and closing down of DD/I overseas elements as required to conform to changing situations and the policy of the Director of Central Intelligence;

(3) Levy appropriate requirements on these elements within the framework of the needs of the various offices served.

(4) Provide or arrange for intelligence support for these elements in terms of current comment and evaluation of their product, the transmission of long-range, background, and current intelligence, reports and memoranda prepared within the Washington Intelligence Community, the preparation of periodic cabled situation reports as appropriate.

b. The Field Coordination Staff will coordinate the activities of DD/I overseas elements serving individual offices in conformity with the policies of the DD/I through a review of administrative, planning, and policy communications, and will provide advice and guidance to such offices as required.

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c. FCS will maintain cognizance of plans for temporary overseas travel by DD/I personnel, make such recommendations as may appear necessary and assist in coordinating necessary arrangements with DD/P and the Department of State. Where appropriate, it will provide substantive briefing and guidance as to procedures and activities.

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d. FCS will coordinate the activities of the various DD/I offices in relation to [] Liaison Officers accredited to the DD/I and will act as a point of contact for such officers on matters involving the interests of more than one office.

III. OPERATING PROCEDURES

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a. Communications with Strategic Division [] Strategic Intelligence Staff [] Liaison Officer [] Senior Representative [] and similar elements which may be established:

(1) Outgoing substantive communications (those of primary concern to DD/I) will be prepared in cable or dispatch form by the originating DD/I office which will sign as authenticating officer. These communications will be released by FCS and information copies will be provided for the DD/P staffs and area divisions concerned and DD/I offices as appropriate.

(2) Outgoing administrative or operational communications (those of primary concern to DD/P) will be prepared by the originating office, coordinated with FCS, and released by the DD/P area division concerned.

(3) Incoming cables to DD/I offices will be routed as usual but, in all cases, an information copy will be routed directly to FCS/OCI. Where action involving more than one DD/I office is required, FCS will receive the action copy. The appropriate DD/P staff and area division will receive information copies in all cases.

(4) Incoming dispatches from DD/I field personnel will be routed in original and one copy to OCI by Records Integration (RI). An information copy will be simultaneously routed to the appropriate DD/P area division. Information Control Branch, OCI, will route one copy to FCS and one copy to the DD/I office or OCI elements concerned, indicating this routing on the FCS copy. Dispatches addressed to a DD/I office other than OCI will be routed by RI as follows: one copy to the appropriate DD/P area division, one copy to the DD/I office addressed, and one copy to FCS.

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b. Communications with Scientific Division [] DSI
Liaison Office [] ORR-JIB Group [] JIC Liaison Officer
[] OCI [] Liason Officer [] and similar elements
which may be established:

(1) Outgoing and incoming communications relating exclusively to routine substantive intelligence matters will be handled in accordance with existing procedures, by the interested office and without reference to FCS unless the office concerned chooses to provide an information copy.

(2) Outgoing communications of an administrative policy or planning nature relating to these units will be handled in accordance with para a (2) above.

(3) Incoming communications of an administrative, policy, or planning nature relating to these units will be handled in accordance with existing procedures but it is the responsibility of the office concerned to route an information copy to FCS.

c. Casual or temporary overseas travel:

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(1) All DD/I personnel proceeding on temporary overseas travel assignments will furnish full information as to itinerary, purpose, and principal contacts in advance to the Field Coordination Staff. Lists of proposed contacts with non [] nationals will be checked with Staff C and CIA Security Officer prior to submission to FCS.

(2) As a matter of routine, the standard travel memorandum for transmission to DD/P will be forwarded to FCS for coordination and signature prior to transmission to the DD/I and a file copy of each memo will be provided. This standard memo will normally fulfill the requirements of (1) above. In special cases, the travel may be discussed by FCS with the traveller or the office concerned.

d. Foreign Liaison Officers:

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Communications from DD/I offices relating to []
[] Liaison Officers accredited to the DD/I will be coordinated with FCS and copies of incoming communications will be provided.

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Deputy Director/Intelligence

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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT**TO :** Chief, Management Staff**DATE:** 21 October 1954**FROM :** Chief, Budget Division**SUBJECT:** Transfer of the Field Coordination Staff

1. Reference is made to memorandum dated 6 October 1954 from the Assistant to the DD/I (Admin.) requesting that the Field Coordination Staff of the Office of Current Intelligence (3 ceiling slots) be transferred to the Deputy Director (Intelligence).

2. If approved, funds are available within the fiscal years 1955 and 1956 allowances for the Office of the DD/I to provide for the transfer of these slots.



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